

Orchidland Community Association, Inc.
Approved Minutes of the Board of Directors Meeting
January 21, 2014

Call to Order: The meeting was called to order at 5:40 p.m. by Marti Morishige, President

Members Present: Marti Morishige, President; Derek Shimizu, Treasurer; Ralph Boyea, Secretary; Wayne Carey, Director; Dennis McCartin, Road Chair; Robert Arthurs, Interim Director; Directors arrived after start of meeting: Ariel Murphy, Interim Director; Nikhil Inman-Narahari, Interim Director;

Guests: Roger Hawney, Wes Owens, Armon Collman

Guest Input:

Wes Owens: the Board has not responded to my request for mediation; he stated that the mediation center has tried to contact the Board numerous times and we have not responded. He stated that he heard the Board removed the Road Committee Members right to vote, and that that would be directly against Robert's Rules. He was told by a member of the Road Committee they have to be a Director in order to vote. Ralph stated the Board agreed to go to mediation at the December meeting and asked if Wes got a letter from us agreeing to go to mediation. He said he did not. Marti stated that she believed she sent Wes an email to that effect after the December meeting. She would check her emails. Wes stated that Yen Chin told him Ralph refused to go to mediation. Ralph replied that he did not say that and that he had no problem with going to mediation.

Armon Collman – I wanted to nominate someone to the Board but he is not here.

Minutes:

Motion: Wayne moved to accept the minutes of December 17, 2013 as circulated, Dennis seconded, minutes were accepted by acclamation.

Ralph noted that the copy he sent out had the wrong meeting date; it should be December 17th, not December 14th.

Officers' Reports

President: no report

Secretary:

Ralph Boyea– telephone messages: from December 18, 2013 to January 20, 2014 we received 19 phone messages. 5 regarding roads; 11, fees/billing [1 request for a payment plan]; 2, change of address/ownership; and, 1, other. The 'other' was a person calling regarding the Secretary position. The road related calls included: a cooler of pig 'parts' dumped on the side of the road; two calls regarding a fallen tree on 34th; a request

for gravel; and a call from the Police regarding flooding on Pohaku Dr. and 39th on December 30th, they wanted us to close the intersection down.

Regarding road flooding on 39th and Pohaku Dr; per Wayne the County has been putting up flashing flood barriers in this area for over 30 years; they did not put up any this last time; Wayne does not believe the flooding exceeded 1.5 feet this time, but the waters did roll some boulders onto the roadway. They leave the barriers up for months sometimes.

Ralph reported he purchased stamped, return addressed envelopes for the Special Meeting mail out, he submitted a request for reimbursement. Cost was \$1,390.25

Ralph passed out an updated version of the Board listing.

Treasurer:

Derek Shimizu:

Derek reported the following account balances as of December 31, 2013:

General Checking	\$ 1,641.10
General Savings	\$ 75.57
Road Maintenance Checking	\$130,985.10
Road Maintenance Savings	\$ 15,139.50
Administrative Checking	\$ 35,344.14
Paving Checking	\$ 36,751.64
Paving Savings	\$ 101.08
Community Lot Savings	\$ 6,889.79
Capitol Savings	\$ 23,461.89
Legal Savings	\$ 21,905.23
Legal CD	\$ 76,465.00
Chip Seal Account	\$228,544.12

In response to a question about how much of the road fund money is encumbered: he reported that approximately \$29,000 of the \$55,000 allocated for road work has been paid out; but it is not reflected in this balance; and none of the \$25,000 for main road repair has been paid out. So approximately \$80,000 of the current balance has already been allocated but not yet paid out.

Derek reported on the Auditor’s report. Based on that report Derek suggested: 1) 2) we create a separate account for the chip seal repair; 3) we create a new committee to review the Auditor’s recommendation on internal control measures

Bob Arthurs moved to accept the Treasurer’s report subject to audit; Ralph 2nd; motion passed with five votes in favor, none opposed.

Ralph Boyea moved to accept the Auditor's report for FY ending June 30, 2013, Wayne seconded; motion passed with four votes in favor, none opposed and one abstained.

Wayne noted that he abstained because he did not receive a copy prior to the meeting. We need to follow up on insuring he is on the email list. Ralph requested all Directors put OLCA at the beginning of the subject line of emails to alert us that the email is Orchidland related.

Road Chair:

Dennis McCartin reported on the last RMC meeting [January 14, 2014]. Lot owner input included concerns about the lack of work on 34th between Ilima and Ainaloa Blvd; the fact that we are missing a lot of stop signs; the need to complete the repair of 35th between Pohaku Pl and Laniuma.

Dennis reported that the Community lot and the container on the lot are now secured. He detailed recently completed roadwork: 34th between Aulii and Ilima, 37 loads of material filled about 16 lakes, 3 days of work, total cost \$12,855; 37th between OL Dr and Laniuma, 26 loads of material, total cost \$12,455; 38th between OL and Laniuma, 15 loads of material, total cost of \$8,430. Following the rains, people were not able to get out of their driveways on Napua St., 5 loads of material were spread at a cost of \$4,215. Dennis noted that the costs were primarily for equipment and labor, materials came from our stockpile. The road crew had 6 to 8 people along with a bulldozer, roller and several dump trucks. They also did some clearing along the sides of the roads they were working on. Billing for the above work totals about \$39,525; billing is still outstanding for 37th from OL Dr to Aulii and Aulii to Ainaloa Blvd.

Dennis mentioned that we originally estimated equipment and labor costs of about \$4,000 for each of these sections of road, actual cost is closer to \$12,855. Ralph stated that it was mentioned that some people felt the road crew could be more efficient, for example utilizing only one driver for both the roller and the bulldozer, there seemed to be a lot of waiting time; Dennis was asked to consider this.

Bob Arthurs asked about the status of the repair on 35th between Pohaku Pl and Laniuma. Dennis said that once the 'lake filling' project money is use up, that will be the next section addressed by the road crew. They are currently doing another project in Waimea. When that is done they will come back down to do this.

Dennis reported on the status of the chip seal repair. We have a bid of \$160,000 for 3000 feet at 20 feet wide and 2" thick for OL Drive resurfacing. There would be additional cost for preparation work and aprons. Dennis received another bid that would pave 3100 feet at this cost. Dennis estimated the prep-work cost at about \$50,000. The project would go from the end of the original pavement [after the second entrance at Blayne's] up OL Dr. 3100 feet.

Wayne asked how soon we could get this done. Can it be done before the February 22nd meeting? Dennis responded – definitely.

Dennis McCartin moved to approve the chip seal repair on Orchidland Drive from existing funds not to exceed \$219, 488 coming from the chip seal repair fund. Bob 2nd. Motion passed with four votes in favor and one vote opposed.

Dennis discussed the need to install stop signs, continue the lake filling project and repair the Kubota tractor. Bob Arthurs asked that these requests be considered under New Business.

Old Business:

1. Special Membership meeting details and notice to be sent out to all lot owners.

The Board discussed a proposed letter by Ralph Boyea and a proposed revision by Bob Arthurs. The letters were revised and the Secretary was directed to make the revisions and insure the printing and mailing of the letter.

Ralph Boyea moved to hold the Special Membership meeting, scheduled for February 22, 2014, at the Connection Point Church. Wayne seconded. Motion carried with 5 votes in favor and 0 opposed.

Ralph moved to approve the letter dated February 6, 2014, to the OL property owners, as amended utilizing the version that Bob wrote and adding the Connection Point Church. The motion passed with 5 votes in favor and 0 votes opposed.

Ralph Boyea moved to put a notice in the Hawaii Tribune Herald for the Special Membership meeting on February 22, 2014 as required by the Bylaws with funding not to exceed \$100. Bob seconded. Motion passed with 5 votes in favor and 0 opposed.

Marti agreed to do this with the notice starting on the 1st of February. The wording will include the motion to rescind and the possibility of approving a new road fee proposal. Similar to the wording on the letter.

Bob Arthurs moved to allocate up to \$1500 for printing and folding of the Special Membership meeting announcement [to be mailed to all lot owners.] Ralph seconded. Motion passed with 5 votes in favor and 0 opposed.

It was agreed to meet on February 3, 2014 at Bob Arthur's house for stuffing the envelopes and completing the mail out. Meet at 5p.

2. Newsletter

The timeline was set for the Newsletter based on a General Membership meeting to be held on April 26, 2014. Derek everything to me by February 25th, to printer by

March 1st. [Secretary's note entered when preparing these minutes. I believe this time line can be extended with articles to Derek no later than March 3rd and to the printer by March 7th.]

Postage and mailing of the Newsletter is a budgeted item.

Contents need to include – requests for Directors; report on vote for new road fees; ballot for those fees; Ariel volunteered to write an article; Marti announced that she will not serve on the Board again after June 30th; we need to have the road fee article drafted prior to the March 1st meeting and then revise it as needed.

3. Hiring of Recording Secretary

Wayne reported he received 9 applications today, he will screen them for interviews. He will present a recommendation at the next Board meeting.

4. Emergency Relief Policy

Ralph did some research on this policy based on the research he did on the Legal Fund Policy – he handed out copies of the Emergency Relief Policy and the research on the Legal Fund Policy. He requested that the Directors review this information and consider it at the next Board meeting.

Bob Arthurs moved that this be tabled until the next Board meeting. Ariel seconded. Motion passed with 6 votes for and 0 opposed.

5. Website Server and website administrator

Marti read an email from Nikhil on this.

Ralph Boyea moved that this be tabled until the next Board meeting. Bob seconded. Motion passed with 6 votes for and 0 opposed.

6. Mediation

Marti agreed to check on her email to Wes and to follow up with Wes. She only received one contact from the mediation center, they have not contacted her since. Ralph reported that they have not left any messages on our answering machine. Wayne suggested that we inform the mediation center that we need to know the scope of Wes' request. Wayne agreed to follow up with the mediation center to set up mediation. Ralph, Bob, Wayne and Derek all agreed to participate in the mediation on OLCA's behalf.

7. Mailboxes

Dennis volunteered to follow up on the mailboxes.

8. Collection letter

Ralph reported that Lisa had a very difficult time formatting the January collection letter. They were not satisfactory. She is currently using a 2009 version of Quickbooks. She needs the 2014 version.

Derek Shimizu moved to appropriate up to \$350 to purchase the latest version of Quickbooks. Bob seconded. Motion passed with 6 votes for and 0 opposed.

9. Legal Fund

Ralph reported that we do not have a completed policy. He provided documents relating to the initial policy proposal, membership meeting minutes showing changes they passed, and other documents relating to this policy.

Bob Arthurs moved to table this until the next Board meeting. Ariel seconded. Motion passed with 6 votes for and 0 opposed.

10. Emergency Relief Policy – has not been approved by the Board, this is for emergency road funds; Ralph asked that it be put on the Agenda for the next meeting.

New Business

1. Flooding on Pohaku Drive

Ralph reported that the Community Police Officer said we need to give a contact number to Police Dispatch for future calls. In order to expedite that, Ralph gave him his home number. Ralph said we need to determine who should be the emergency contact person for the police. Dennis the police need to call Civil Defense. When they call us, it goes to our phone and sits there until someone listens to the messages.

Bob Arthurs agreed to follow up with Civil Defense, the police should be referred to them.

2. Chipseal Account

Derek stated that we should have a separate checking account for chip seal repair funds.

Derek Shimizu moved to create a separate account for the chip seal repair funds. Bob seconded. Motion passed with 6 votes for and 0 opposed.

3. Financial management committee

Derek Shimizu moved to form a financial management committee to review the Auditor's recommendations. Ralph seconded. Motion passed with 6 votes for and 0 opposed.

Derek agreed to chair this committee, Ralph volunteered to serve on it. The President appointed Derek as the Chair.

4. Stop signs

The Board agreed that repair and replacement of stop signs remains as one of our top priorities. Progress was made on installing signs within the past two years but we have not completed the project.

Wayne Carey moved to allocate up to \$10,000 to replace and install stop signs as needed. Bob seconded. Motion passed with 6 votes for and 0 opposed.

Bob Arthurs agreed to call the State and the County to see if they have signs they will donate to us.

Bob discussed an organization called FCL, Future Community Leaders, that trains Board members on how to be effective leaders and how to apply for grants, etc. We may be able to get grants for this type of thing. It was agreed that this was a good idea for future use, however, we need to move forward with the stops signs now. Bob also mentioned the possibility of getting FEMA funding when we have flood damage.

5. Kubota tractor

Dennis McCartin moved to appropriate up to \$5,000 from the Capitol Fund to repair the Kubota tractor. Derek seconded. Motion passed with 6 votes for and 0 opposed.

Derek noted that Gary Dalton estimated the repair would cost about \$600 for labor and an unknown amount for parts.

6. Lake filling project

Dennis McCartin moved to allocate \$40,000 for continuation of our lake filling project. Bob seconded. The motion failed with 1 vote in favor, 4 votes opposed and 1 abstention.

Ralph noted that we have \$130,985 in the RM fund, we allocated \$55,000 plus \$25,000 plus \$10,000 for signs. That leaves us with \$40,985.

Dennis stated that the following road sections still need to be done [based on number of lakes]: 37th from Laniuma to Pohaku; 40th from Pohaku to Laniuma; 35th from Aulii to Ilima

Concerns were raised about allocating that much money at this time, our collections have slowed down tremendously. We have yet to be billed for work already done, we don't know how much that will cost; we were supposed to get the main roads mowed – this is a priority safety issue, it still needs to be done; we should hold off on this project until the next meeting to see how much money we have available.

7. Mowing of main roads

This was supposed to be done as part of the previous \$55,000 allocation. It was not done and needs a new allocation. Mowing is also a safety issue and it affects many people. Kids are walking on the roadways instead of on the shoulders. We should hire people to do this now.

Ralph Boyea moved to allocate up to \$2,000 to hire a licensed contractor to mow our main access roads. Ariel seconded. Motion passed with 6 votes for and 0 opposed.

Bob noted that we have about 12 miles of access roads, mowing 2 sides = 24 miles; @ 2mph about 12 hours of work. It was requested that the mowing include clearing of the corners on those roads. It was also requested that we consider using a number of different contractors to compare the costs and quality of their work.

Adjournment

Ariel Murphy moved to adjourn. Bob seconded. Motion passed with 6 votes for and 0 opposed.

Meeting adjourned at 8:43p

Submitted by:

Ralph Boyea, Corporate Secretary

Motions Log 1-21-14

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Ralph Boyea moved to accept the Auditor's report for FY ending June 30, 2013, Bob 2nd; motion passed with four votes in favor, none opposed and one abstained.

Dennis McCartin moved to approve the chip seal repair on Orchidland Drive at a cost of up to \$220,000 coming from the chip seal repair funds, Bob 2nd; motion passed with four votes in favor and one vote opposed.

Ralph Boyea moved to hold the Special Membership meeting, scheduled for February 22, 2014, at the Connection Point Church. Wayne seconded. Motion carried with 5 votes in favor and 0 opposed.

Ralph Boyea moved to put a notice in the Hawaii Tribune Herald for the Special Membership meeting on February 22, 2014 as required by the Bylaws with funding not to exceed \$100. Bob seconded. Motion passed with 5 votes in favor and 0 opposed.

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[Emergency Relief Policy] Bob Arthurs moved that this be tabled until the next Board meeting. Ariel seconded. Motion passed with 6 votes for and 0 opposed.

[Website Server and website administrator] Ralph Boyea moved that this be tabled until the next Board meeting. Bob seconded. Motion passed with 6 votes for and 0 opposed.

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[Legal Fund] Bob Arthurs moved to table this until the next Board meeting. Ariel seconded. Motion passed with 6 votes for and 0 opposed.

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